

Summers

ADMINISTRATIVE - INTERNAL USE ONLY

IHSA-82-034

1 SEP 1982

MEMORANDUM FOR: Director, Office of Information Services

FROM:

[REDACTED]
Information Handling Systems Architect

STAT

SUBJECT: TRIS Mission Need Statement

Allen :

1. The initiative presented in the subject document is timely for us, having devoted considerable attention to information management in the strategic planning effort. The strategic plan stresses the need for procedures and standards for managing electronic records, and includes TRIS as a system initiative. Whereas we believe improvements are needed in records management, we do have concerns regarding the TRIS concept as presented.

2. The major concern is the relationship of TRIS to other automated information handling systems. TRIS is described as a network of interoperating subsystems which are to initially service MI careerists: one gets the impression that TRIS is viewed as a system apart from other information systems, with manual linkages for records management. That may be appropriate for management of paper records, but generally not for electronic records. Our view is that records management facilities must be an integral part of automated information systems: systems such as SAFE, ALLSTAR, Office Systems, and general purpose computer centers must have adequate records management facilities to identify, locate, and determine the status of records within those systems. These facilities should conform to an Agency standard and MI careerists should have access as needed to perform their role.

3. Since there seems to be general agreement that procedures and standards for the management of electronic records are needed, I suggest that the TRIS project include the development of these procedures and standards, at the front end. These documents would guide information system acquisitions in providing standard record management facilities.

4. In conclusion, we recommend that the TRIS Project continue forward into systems analysis and requirements definition activities. As the next milestone, we suggest that a preliminary set of requirements and a preliminary project plan be provided, and that the project be reassessed on the basis of those documents. The project emphasis should shift more to the management of electronic records: this seems consistent with the time

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

frame for an operational TRIS, presumably not before 1987-1988, and the ever increasing use of automation to handle the Agency's information resources.

5. We appreciate the opportunity to review this initiative, and trust that you will find our comments constructive. We are, of course, available for further discussion.

STAT

cc: D/ODP

STAT

ADMINISTRATIVE - INTERNAL USE ONLY